

# REQUEST FOR CONSULTANT APPLICATIONS

## South Sudan Membership Program Pilot

under

## The Presidents' Office at Corus International

**ISSUANCE DATE:** December 10th, 2021

**LAST APPLICATIONS RECEIPT DATE:** December 21st, 2021, 5:00 PM EDT

**Components of this solicitation are as follows:**

**Appendix A:** Statement of Work

**Appendix B:** Evaluation Criteria

**Appendix D:** Instructions for Application and Review Process

**Annex A:** Consultant Biodata form

**Annex B:** Consultant Background Disclosure and Authorization Form

### **Background:**

Corus International is seeking a short-term consultant specializing in professional mentorship and leadership pipeline development to support creation and implementation of a Mentorship Program Pilot in Juba, South Sudan alongside an internal Task Force and Human Resource Representative. The consultant must be based in South Sudan and will provide expertise and oversight to finalize design, kick-off the pilot and monitor the program participants and outcomes.

This consultancy reports directly to Gismalla Kebbi Repent and will work closely with several Corus teams including 20-30 IMA World Health and MIHR staff in the Juba Office, the Mentorship Program Task Force, Human Resources, and the Diversity, Equity and Inclusion Staff Care Committee.

## **APPENDIX A:**

### **Statement of Work / Consultancy**

#### **Scope of Work:**

The focus of this project is to understand the Juba Office context and current Mentorship Program Pilot efforts; finalize its design with the Task Force including goals, mentorship model, selection criteria and blueprint of critical components/logistics; support implementation of the pilot, including interviewing, matching and training/guiding participants; and monitor the pairs' progress with regular check-ins and communication.

#### **Proposed Activities/Tasks:**

- Review key project documents.
- Meet with key informants including the Mentorship Program Task Force.
- Finalize the pilot program design in coordination with the Task Force.
- Interview and match participants.
- Provide guidance, tools
- Conduct training to participants.
- Contact the pairs on a regular basis.
- Certificate of Participation

#### **Deliverables:**

1. A written pilot program handbook that includes description of the mentoring model, blueprint of critical program components/logistics, selection criteria, interview guide and partnering agreement.
2. A toolbox of mentorship resources that includes guidance for mentors, guidance for mentees, professional development tools, etc.

**Timeline: (Will Revise)**

By December 20	Initial meetings with Consultancy lead.
By December 23	Desk review of key documents completed.
By January 7	Key informant interviews completed.
By January 17	First draft of Mentorship Program Pilot design submitted.  Editing of report by Task Force.
By January 24	Final draft of Mentorship Program Pilot submitted.
By January 31	First draft of toolbox of resources submitted.  Review by Task Force.
By January 28	Pilot participants interviewed and matched.
By February 11	Final draft of toolbox of resources submitted.
By February 21	Pilot participants trained and kick off.
Weekly	Check-in with pairs.
By May 16	Review of Mentorship Program Pilot and recommendations submitted.
By May 30	Handoff to South Sudan Human Resources.

*Ongoing meetings between the consultant, consultancy lead, Task Force and Corus key informants as needed.*

**Location of Work:**

South Sudan: January of 2022 – May 2022.

**Total maximum hours:** 100 hours

**APPENDIX B:**  
**EVALUATION CRITERIA**

Applications will be evaluated against the criteria in the table below.

<b>Evaluation Category</b>	<b>Rating - Points</b>
Education	10
Professional Profile/Qualifications/Experience	60
Skills and Abilities	20
References	10
<b>Total</b>	<b>100</b>

Additional guidance regarding the technical evaluation criteria is as follows:

- a. **Education (10 points)** - The candidate preferably has an undergraduate degree and/or professional certifications in human resources; leadership development; diversity, equity and inclusion; mentorship; and/or coaching.
- b. **Professional Profile/Qualifications/Experience (60 points)** – The candidate should have at least 10 years of professional experience in human resources, organizational development, leadership development, mentorship and/or coaching, preferably in the International Development/Humanitarian Aid Sector. The candidate should have experience accessing, tailoring and using mentorship and professional development tools, facilitating trainings and project management.

The Applicants must describe and explain how and why they are the best candidate to meet the requirements of this solicitation by indicating the following experience in a cover letter of no more than 2 pages:

- Leading mentorship and other leadership development programs
  - Collaborating and working with a diverse group of professionals
  - Designing and implementing mentorship programs
  - Facilitating trainings and workshops
  - Adapting existing tools to local contexts
  - Responsible for project management
  - Providing guidance, tools and leadership to mentors
  - Analyzing program results
  - Experience working in South Sudan and preferably in International Development/Humanitarian Aid sector
  - Good communication skills; and
  - Writing and documenting program handbooks.
- c. **Skills and Abilities (20 points)** – The following skills and abilities will be evaluated under this factor.
    - Initiative and proactive engagement with colleagues to complete assigned tasks in accordance with agreed timetables.
    - Ability to work independently and collaboratively, managing several activities at once
  - d. **References (10 points)** – Applicants must list at least three references and provide current contact information, including both an email address and telephone number. The applicant’s past performance in positions that require similar skills to that required by this solicitation will be evaluated.

## APPENDIX D:

### APPLICATION INSTRUCTIONS AND REVIEW PROCESS

**LANGUAGE REQUIREMENTS** – All documents submitted in response to this solicitation, as well as all correspondence in connection with the solicitation, shall be in the English language.

**EVALUATION** – Evaluation of responsive and technically acceptable applications submitted pursuant to this solicitation will be carried out by Corus in accordance with the evaluation factors in Appendix D, “Instructions for Application and Review Process.”

**APPLICATIONS** – Applications are to be submitted electronically via email no later than the Last Application Receipt Date, which is defined as December 21st, 2021, at 5:00 PM EDT. Electronic applications must be addressed and delivered to:

Attention: Khareen Curtis and Shelly Talcott

Email: [kcurtis@corusinternational.org](mailto:kcurtis@corusinternational.org); and [stalcott@corusinternational.org](mailto:stalcott@corusinternational.org)

Last Proposal Receipt Date: December 21st, 2021, 5:00 PM EDT

**Note:** Corus will not accept responsibility for delays with transmission or receipt of applications/ proposals. Applicants are solely responsible for ensuring the timely receipt of their applications/ proposals. Applications/ proposals received after the date and time required will generally not be considered unless no other proposals are received.

Submissions shall be in accordance with the instructions provided in this solicitation, at the place and time specified. Interested applicants are requested to submit:

1. **A recent CV or resume.** The CV/resume must include sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria and must contain the following information:
  - Personal Information: Full name, mailing address, email address, phone number.
  - Education: School/ university name, type of any degrees received.
  - Work and Consultancy Experience: Job/consultancy title, duties, and accomplishments, starting and ending dates (month and year).
  - Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above, including job-related training courses (title and year), job-related skills, writing samples, and notable accomplishments.
2. **Completed Consultant Biodata Form** enclosed as **Annex A** to this solicitation.
3. **Completed Consultant Background Disclosure and Authorization Form** enclosed as **Annex B** to this solicitation.



**CONTRACTOR BIOGRAPHICAL DATA SHEET**

1. Name <i>(Last, First, Middle)</i>		2. Contractor's Name	
3. Consultant's Address <i>(include ZIP code)</i>		4. Proposed Rate	
5. Telephone Number <i>(include area code)</i>	6. Place of Birth	7. Citizenship <i>(If non-U.S. citizen, give visa status)</i>	

8. EDUCATION <i>(include all college or university degrees)</i>				9. LANGUAGE PROFICIENCY		
NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	DATE	LANGUAGE	Proficiency Speaking	Proficiency Reading

10. EMPLOYMENT HISTORY <i>(List last three (3) positions held by the individual)</i>			
POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment <i>(M/D/Y)</i>	
		From	To

11. SPECIFIC CONSULTANT SERVICES <i>(give last three (3) years). Continue on a separate sheet of paper, if required, to provide this information.</i>			
SERVICES PERFORMED	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Services and Pay Rate	
		Date of Service	Rate

<b>12. RATIONALE FOR PROPOSED RATE</b> <i>(Provide the basis for the rate proposed in Block 4 with supporting rationale for the market value of the assignment. Continue on a separate sheet of paper, if required)</i>
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<b>13. CERTIFICATION:</b> To the best of my knowledge, the above facts as stated are true and correct.	
Signature of Consultant	Date



**DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR CONSULTANT AGREEMENTS**

**Disclosure**

*Corus International (formerly IMA World Health and Lutheran World Relief) (“the Company”)* in the course of the standard Consultant Agreement process, will be requesting background information about you in connection with your engagement for services (including independent contractor or volunteer assignments, as applicable).

This process is conducted through our third-party vendor partner HireRight, LLC. (“HireRight”) will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761, [www.hireright.com](http://www.hireright.com).

The types of background information that may be obtained including but not limited to: terrorist watch list; national sex offender list; social security number verification; and other information.

**Authorization**

I hereby authorize the Company to obtain the information described above about me.

Consultant Name \_\_\_\_\_

Consultant Signature \_\_\_\_\_

Date \_\_\_\_\_

